

How to Import and Edit PDF's in Adobe InDesign

Objective: Describe how to import files as PDF's into Adobe InDesign for presentations, also editing procedure once file is imported into InDesign. This is intended to help students that are inexperienced with InDesign save as much time as possible throughout the learning process.

Step 1 – Importing your PDF:

Make sure whatever file you would like to display in your presentation is saved as a PDF in a known location for quick and easy access. Once in Adobe InDesign, go to:

File > Place > *Select your saved file

Once your file is selected, click the general area that you intend to place it in your presentation.

The file will most likely not be to scale or in the exact location you'd like it, so it is necessary to edit it.

Step 2 – Edit your file in InDesign:

In order to start editing your inserted PDF, you need to hover your mouse over the image. In doing so, you'll see two small circles appear in the center of the image, a shaded circle inside of a larger circle.

This circle is highlighted in Figure 2. Depending on what you'd like to do first, IT DOES DEPEND WHAT YOU SELECT! Notice the image is cutoff by the sheet below, therefore you can't see the whole thing but you will be able to see its outline to know its actual size.

Recommendation: Click the image anywhere within its perimeter, EXCEPT IN THE HIGHLIGHTED CIRCLE IN FIGURE 2, in order move the image closer to where you want to place it.

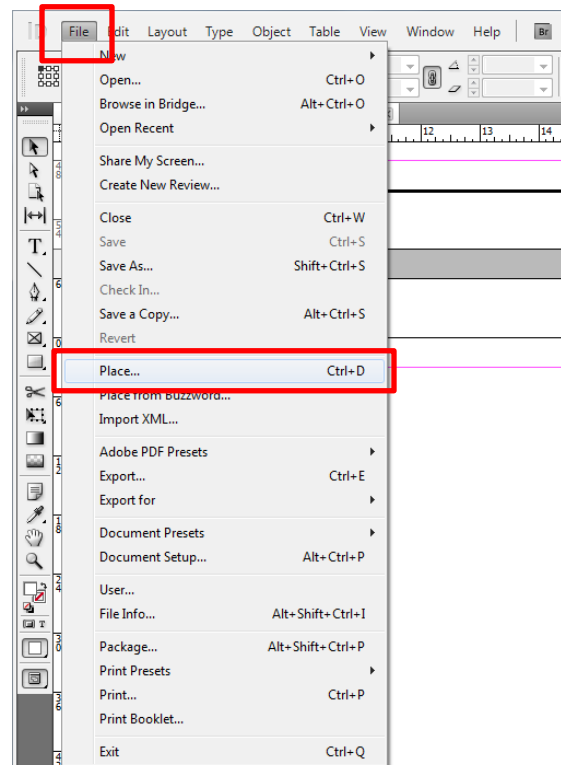


Figure 1 - Screenshot of initial file selection to import.

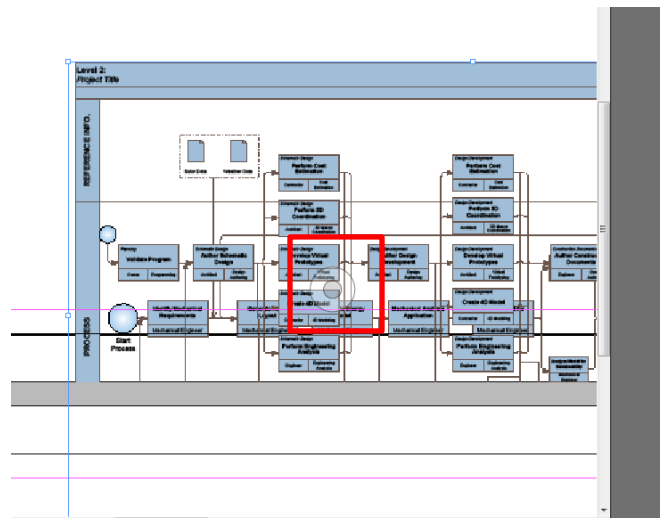


Figure 2 - Initial editing process with image center point highlighted.

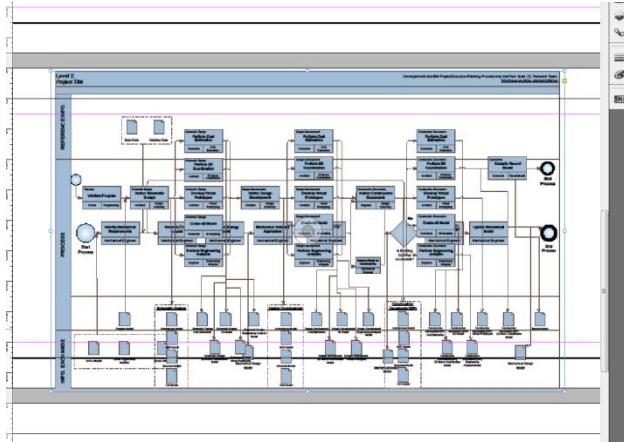


Figure 3 - Entire file now displayed in the center of the page where now you can edit it to your preference.

The reason the previous recommendation to put your file in the correct location is key to saving you editing time. There are two elements to each file placed. The blue outline is the visible perimeter of the image (think of this as your cropping tool). As long as the blue outline is selected, you can drag the image wherever you want without losing track of your images editing perimeters.

Once you select this circle in Figure 2, you'll notice the outline of your image change color from blue to brown. Also, the arrow or pointer tool that you typically use will change to a hand tool. This is the selection to properly sizing your image.

Sizing your image:

You can now edit your image and keep its dimensions proportionate once the center circle is selected. The only thing you have to do it keep it proportionate is drag any of the corners to your desired size. You can use any of the eight white boxes that are at the corners and center of each side to adjust the size.

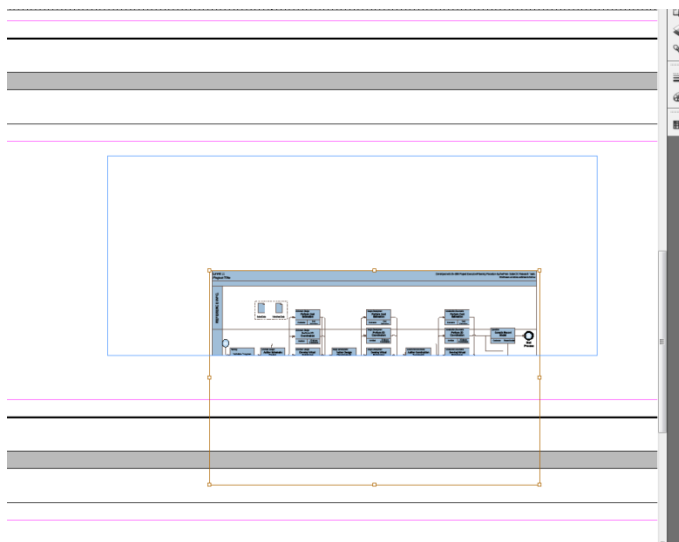


Figure 4 - Notice the two separate perimeters and colors. If you drag the brown perimeter outside of the blue perimeter, notice that you can no longer see the part of the PDF within brown image anywhere outside of the blue perimeter.

Notice the problems that can be caused in Figure 4. It becomes very difficult to edit the image once the perimeters of the boxes cross. You always want to keep the brown perimeter within the blue perimeter for quick and easy editing. When sizing the image (as long as the brown perimeter is selected), you can always hover the mouse to find the corresponding blue perimeter to find the area of visibility for that image. If this problem occurs and you cannot seem to select the image that has been cutoff, double click the part of the image you can see to select it. Drag and adjust as necessary in order to place, size and finalize the location desired.

Display Performance:

If you'd like to make sure your image is worthy for your presentation and check that the graphics look fit to be seen, right click the image.

Right Click > Display Performance > *Select Fast, Typical or High Quality

Fast Display – shows images with poor quality in order to navigate quick and easy through a large file.

Typical Display – Shows better quality images to get a good general idea how image will look.

High Quality – shows how graphic will in the presentation. This is good to make sure that you didn't adjust the image to be too disproportionate that it decreases the quality of the image.

Recommendation: As long as your InDesign file isn't too large, I would advise to always at least check your image on High Quality Display Performance in order to make sure that the image is clear. It is much easier to check at this point than to see that it looks poor on a large presentation screen. You don't want your hard work to time to have been wasted with a poorly represented image.

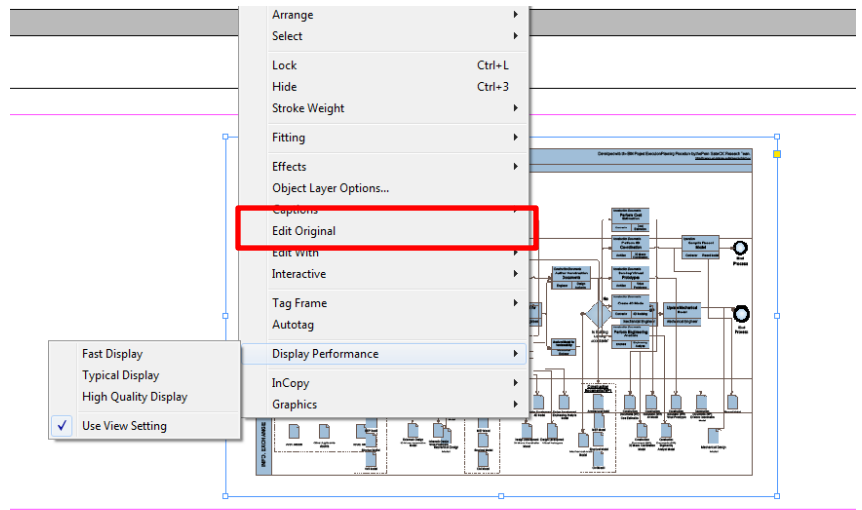


Figure 5 - Adjusting the display performance. This can be done to speed up a large file or to make sure your file is presentable.

Lessons Learned:

- Any program that permits saving a file or document as a PDF is able to be placed into and edited in Adobe InDesign, including images taken using the Sniping Tool or an image taken from a screen shot.
- Quality of images can be displayed as presentation quality to ensure image is fit to be in a professional presentation.
- Significant time can be saved and frustration avoided by taking a few minutes to get to know software you aren't familiar with, especially such a flexible and valuable program like Adobe InDesign.
- InDesign is a very strong tool to bring together work from several different team members, programs and can be easily edited. This is a great program for putting together 3-Screen presentations.